



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Solid Waste Management  
Permits for Existing Solid Waste Facility

**BWP SW 04** Existing Transfer Stations or Handling Facilities  
**BWP SW 09** Existing Landfill  
**BWP SW 16** Existing Combustion Facility  
**BWP SW 34** Permit by Rule - Certain Existing Transfer Stations

## Instructions and Supporting Materials

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- introduction
- permit fact sheet
- completeness checklist
- DEP addresses and phone numbers
- application forms

### Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word and Adobe Acrobat PDF. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word format must be downloaded separately. Users with Microsoft Word 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



## BWP SW 04, 09, 16, 34 Permit Fact Sheet

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### 1. What is the purpose of these permits?

These permits serve to protect public health, safety and the environment by requiring all solid waste management facilities existing prior to July 1, 1990 to come into compliance with solid waste regulations which became effective on July 1, 1990 and subsequently revised on October 12, 1990 and July 3, 1992. Solid waste management facilities may need to come into compliance with waste bans, recycling requirements, financial assurance requirements, and design, operation and maintenance requirements.

Legislative authority for this permit is stated in MGL c. 21A, ss. 2 and 8, c. 111, s. 150A and Acts of 1987, c. 584. This permit is required of all active solid waste management facilities in operation as of July 1, 1990 and that will operate after July 1, 1992 pursuant to 310 CMR 19.021.

### 2. Who must apply?

An Existing Facility Permit Application must be submitted as follows (see 310 CMR 19.021 and 19.023):

- Landfills and combustion facilities operating after July 1, 1992 and receiving more than 50,000 tons per year or located in a Zone II, IWPA, sole source aquifer or unmonitorable zone must file by July 1, 1991. Use BWP SW 09 or BWP SW 16.
- Other landfills and combustion facilities operating beyond July 1, 1992 must file by July 1, 1992. Use BWP SW 09 or BWP SW 16.
- Certain existing transfer stations as defined in 310 CMR 19.023 must file by July 1, 1993. Use BWP SW 34 for those facilities which qualify for Permit by Rule.
- All other transfer stations and handling facilities must file by July 1, 1993. Use BWP SW 04.

### 3. What other requirements should be considered when applying for these permits?

#### a. What prerequisites should be considered before applying for these permits?

The facility must have a valid site assignment pursuant to MGL c. 111, sec. 150A and plan approval or permit pursuant to 310 CMR 19.000. See 310 CMR 19.021 and 19.023.

#### b. What concurrent applications are related to these permits?

None.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

### 4. What is the application fee?

BWP SW 04 Existing Transfer Stations.....	\$1,580
BWP SW 09 Existing Landfill.....	\$5,890
BWP SW 16 Existing Combustion Facility.....	\$4,305
BWP SW 34 Permit by Rule.....	\$160



Massachusetts Department of Environmental Protection  
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5. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:  
Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office  
Solid Waste Management

Reserve Copy Location:  
Not required.

\*See "Addresses and Phone Numbers" page included in this package.

6. What are the timelines?

As of July 1, 1992 the timelines are:

	AC	T1	T2*
BWP SW 04**	30	60	60
BWP SW 09**	30	90	90
BWP SW 16**	30	90	90
BWP SW 34	NA	30	30

\*A second technical review will only be conducted if necessary.

\*\*Where a variance pursuant to 310 CMR 19.080 is required, the time periods for completion of technical reviews shall each be increased by 30 days. A variance request can not be part of a BWP SW 34 submission.

There is no public comment review period for these permits.

7. What is the annual compliance fee?

Current annual compliance fees can be found on the DEP Website at [www.mass.gov/dep/files/permits/fees.htm](http://www.mass.gov/dep/files/permits/fees.htm)

8. How long are these permits in effect?

There is no time limit on permits for combustion facilities or waste handling and processing facilities unless specified in the permit. Landfill permits are in effect until the landfill is filled to specified elevations or for the time as specified in the permit, which ever comes first. Generally, landfills will be permitted to operate for five year periods. At the end of the permit period an authorization to operate (BWP SW 06, BWP SW 10 or BWP SW 20) must be applied for in accordance with 310 CMR 19.042.

9. How can I avoid the most common mistakes made in applying for these permits?

- Make sure a Massachusetts Registered Professional Engineer signs the application and provides a registration number.
- The applicant must clearly and concisely demonstrate, with time schedules where appropriate, how the facility will achieve compliance with the regulations, particularly waste bans, recycling and groundwater protection and monitoring standards.
- Attach all requested information.
- Submit fee and one copy of the DEP Transmittal Form to: Department of Environmental Protection, P.O. Box 4062, Boston, MA 02211.



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Bureau of Waste Prevention – Solid Waste Management

## **BWP SW 04, 09, 16, 34**

### **Permit Fact Sheet**

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**10. What are the regulations that apply to these permits? Where can I get copies?**

These regulations include, but are not limited to:

- a. Solid Waste Management Regulations, 310 CMR 19.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore (in State House)  
Room 116  
Boston, MA 02133  
617-727-2834

State Bookstore  
436 Dwight Street, Room 102  
Springfield, MA 01103  
413-784-1376



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Solid Waste Management

# BWP SW 04, 09, 16, 34 Permits for Existing Solid Waste Facility Application Completeness Checklist

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- ☐ The DEP Transmittal Form is completed.
- ☐ The application has been filled in completely and included with the submittal.
- ☐ One copy of the design plans and reports are attached.
- ☐ A Massachusetts Registered Professional Engineer has prepared the plans and reports and signed them.
- ☐ Certification statement has been signed (310 CMR 19.011).
- ☐ Signature of appropriate responsible party (signatories 310 CMR 19.030 (11)).
- ☐ Variances requested are identified.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send one copy of the application along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection

\_\_\_\_\_ \* Regional Office

Solid Waste Management

\*See "Addresses and Phone Numbers" page included in this package.

- ☐ Send fee of:

\$1,580 for BWP SW 04;

\$5,890 for BWP SW 09;

\$4,305 for BWP SW 16;

\$160 for BWP SW 34;

in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection

P.O. Box 4062

Boston, MA 02211



## Massachusetts Department of Environmental Protection

# Addresses and Phone Numbers

DEP Boston  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 292-5500  
Fax: (617) 556-1049  
TDD: (617) 574-6868

William X. Wall Experiment Station  
37 Shattuck Street  
Lawrence, MA 01843  
Fax: (978) 688-0352  
*Division of Environmental Analysis*  
Telephone: (978) 682-5237  
*Air Quality Surveillance*  
Telephone: (978) 975-1138

Office of Watershed  
Management  
627 Main Street  
Worcester, MA 01608  
Telephone: (508) 792-7470  
Fax: (508) 839-3469

Millbury Training Center  
Route 20 Millbury, MA 01527  
Telephone: (508) 368-5600  
Fax: (508) 755-9253  
*Residuals Sludge Management*  
Telephone: (508) 368-5606  
*WWT Operator Certification*  
Telephone: (508) 368-5698

DEP Western Region  
436 Dwight Street  
Suite 402  
Springfield, MA 01103  
Phone: (413) 784-1100  
Fax: (413) 784-1149



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Agawam  
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Belchertown  
Bernardston  
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Colrain  
Conway  
Cummington  
Dalton  
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Montgomery  
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New Marlborough  
New Salem  
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Northampton  
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Warwick  
Washington  
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Westhampton  
West Springfield  
West Stockbridge  
Whately  
Wilbraham  
Williamsburg  
Williamstown  
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Worthington

DEP Central Region  
627 Main Street  
Worcester, MA 01608  
Phone: (508) 792-7650  
Fax: (508) 792-7621  
TDD: (508) 767-2788



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Bellingham  
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Blackstone  
Bolton  
Boxborough  
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Maynard  
Medway  
Mendon  
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Millville  
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DEP Southeast Region  
20 Riverside Drive  
Lakeville, MA 02347  
Phone: (508) 946-2700  
Fax: (508) 947-6557  
TDD: (508) 946-2795



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West Tisbury  
Whitman  
Wrentham  
Yarmouth

DEP Northeast Region  
1 Winter Street  
Boston, MA 02108  
Phone: 617-654-6500



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Lynn  
Lynnfield  
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Medford  
Melrose

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Methuen  
Middleton  
Millis  
Milton  
Nahant  
Natick  
Needham  
Newbury  
Newburyport  
Newton  
Norfolk  
North Andover  
North Reading  
Norwood  
Peabody

Quincy  
Randolph  
Reading  
Revere  
Rockport  
Rowley  
Salem  
Salisbury  
Saugus  
Sherborn  
Somerville  
Stoneham  
Sudbury  
Swampscott  
Tewksbury  
Topsfield

Wakefield  
Walpole  
Waltham  
Watertown  
Wayland  
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Wenham  
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Westwood  
Weymouth  
Wilmington  
Winchester  
Winthrop  
Woburn



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**BWP SW 04** Existing Transfer Stations or Handling Facilities

**BWP SW 09** Existing Landfill

**BWP SW 16** Existing Combustion Facility

**BWP SW 34** Permit by Rule - Certain Existing Transfer Stations

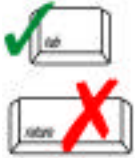
Transmittal Number \_\_\_\_\_

Facility ID# (if known) \_\_\_\_\_

**Application For Existing Solid Waste Management Facility**

**A. Facility Information**

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



**Directions:**  
Specify the plan/report and page numbers in which the following information is located.

For **BWP SW 04** complete I.A, II, and III;

For **BWP SW 09** complete I.A, II, III, and I.B or I.C;

For **BWP SW 16** complete I.A and I.B, II, and III;

For **BWP SW 34** complete I.A and I.D.

Enter NA if information requested is not applicable.

1. Which permit category are you applying for?

☐ BWP SW 04

☐ BWP SW 09

☐ BWP SW 16

☐ BWP SW 34

**I. Plan/Report Submissions**

Plan/Report #

Page #

DEP Use Only

**A. General Requirements for All Facilities (310 CMR 19.030(4)(a))**

1. Name and address of current owners and operators
2. Locus map
3. Site plan
4. Facility description

**B. Additional Requirements for Landfills that will dispose of waste on or after 1/1/94 and Combustion Facilities (310 CMR 19.030(4) (b))**

1. Modifications and Corrective Actions Particularity
  - a. Waste Control (310 CMR 19.017)
  - b. Recycling and composting plan (310 CMR 19.030(3)(c)2.)
  - c. Operation and Maintenance plan (310 CMR 19.030(3)(c)4.)
  - d. Closure/post-closure plan (310 CMR 19.030(3)(c)5)
  - e. Authorization to operate (310 CMR 19.042)
  - f. Special waste (310 CMR 19.061)
  - g. The facility specific parts of these regulations governing environmental protection and monitoring systems



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Facility ID# (if known)

**Application For Existing Solid Waste Management Facility**

**A. Facility Information (cont.)**

	Plan/Report #	Page #	DEP Use Only
C. Additional Requirements for Landfill that will not dispose of waste on or after 1/1/94 (310 CMR 19.030(4)(c)).			
1. Topographic Map			
2. Schedule for closure including ISA/CSA scope (310 CMR 19.150)			
3. Estimate of closure and post closure costs			
4. Method to finance closure/post closure costs			
D. Additional requirements for Permit by Rule for certain existing transfer stations (310 CMR 19.023)			
1. Documentation of:			
a. Not sited in an area described at 310 CMR 19.038(2)(b) 1 or 2			
b. Operation before 1/1/90			
c. Valid site assignment			
d. Valid existing plan approval or permit			
e. Compliance with existing plan approval or permit			
f. No outstanding permit enforcement actions			
II. Documentation			
A. Site Assignment Documentation			
B. MEPA Compliance			
C. Wetlands Order Of Conditions			
D. Waste Disposal Contract (Transfer Stations)			





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Transmittal Number

Facility ID# (if known)

**Application For Existing Solid Waste Management Facility**

**A. Facility Information (cont.)**

	Plan/Report #	Page #	DEP Use Only
E. Prior Dept. Approvals			
F. Financial Assurance (310 CMR 19.051)			
<b>III. Permit Criteria (310 CMR 19.038)</b>			
A. MEPA Compliance			
B. Site Assignment Limits			
C. Compliance with Facility Specific Regulations			
D. Health and Environmental Impact Assessment			
E. Compliance with Other Applicable Laws and Regulations			
F. Compliance with Waste Control			
G. Enforcement Status			
H. Bird Hazard			
I. Structural Support			
J. Wildlife Endangerment			
K. Location Restrictions			
1. Combustion Facilities and Handling Facilities			
a. Zone II			
b. IWPA			
c. Unmonitorable Area			
d. Waste Handling Setbacks			



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Facility ID# (if known)

**Application For Existing Solid Waste Management Facility**

**A. Facility Information (cont.)**

	Plan/Report #	Page #	DEP Use Only
2. Landfills			
a. Zone II			
b. Public Water Supply			
c. IWPA			
d. Sole Source Aquifer			
e. Unmonitored Area			
f. Gas Control			
g. Leachate Containment Structures			
h. Waste Deposition Setbacks			
i. Seismic Impact Zone			
j. Unstable Area			

**B. Certification: 310 CMR 19.011**

Any person, required by these regulations or any order issued by the Department, to submit papers shall identify themselves by name, profession, and relationship to the applicant and legal interest in the facility, and make the following certification: "I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties both civil and criminal for submitting false information including possible fines and imprisonment.

Print Name

Authorized Signature

Position/Title

Date